



SANDGATE GOLF CLUB Inc. BY-LAWS

Est 1921

Contents

1 MANAGEMENT	1
1.1 Management Committee	1
1.1.1 President	1
1.1.2 Vice-President	2
1.1.3 House Director	2
1.1.4 Course Director	2
1.1.5 Treasurer	3
1.1.6 Captain (Men) and Captain (Ladies).....	3
1.1.7 Vice-Captain (Men) and Vice-Captain (Ladies).....	4
1.1.8 Committee Member/s.....	4
1.2 Positions to be appointed by Management Committee.....	4
1.2.1 Patron	4
1.2.2 Secretary.....	4
1.2.3 Superintendent.....	5
1.2.4 Junior Co-ordinator	5
1.2.5 Club Professional.....	5
2 SUB-COMMITTEES	6
2.1 Establishment of Sub-committees	6
2.2 Approved Sub-committees.....	6
2.2.1 Men's Match Sub-committee.....	6
2.2.2 Ladies' Match Sub-committee.....	6
2.2.3 Junior Development Sub-committee	6
2.2.4 Handicap Committee.....	7
2.2.5 Rules and By-Laws Sub-committee	7
2.3 Function of Sub-committees	7
2.3.1 Men's Match Sub-committee.....	7
2.3.2 Ladies' Match Sub-committee.....	7
2.3.3 Junior Development Sub-committee	7
2.3.4 Handicap Committee.....	7
2.3.5 Rules and By-Laws	7
2.4 Selection of Sub-committee Personnel.....	7
2.5 Ad-hoc Committees.....	8
2.6 President (Ex-Officio).....	8
2.7 Reports	8
3 ADMINISTRATION.....	8
3.1 Admission as Members	8
3.1.1 Ordinary Member.....	8

3.1.2 Life Member	8
3.1.3 Honorary Member (Class 1)	8
3.1.4 Associated Member	9
3.1.5 Intermediate Member	9
3.1.6 Junior Member	9
3.1.7 Sub-Junior Member	9
3.1.8 Social Member	9
3.1.9 Reciprocal Member	9
3.1.10 Honorary Member (Class 2)	9
3.1.11 Staff Members	9
3.2 Membership	10
3.2.1 Investigation	10
3.2.2 Applications	10
3.2.3 Age of Proposer I Secunder	10
3.2.4 Sponsors	10
3.2.5 Change of Address	10
3.2.6 Membership Nomination Form	10
3.2.7 Application Fee	10
3.2.8 Annual Subscription Fees	10
3.2.9 Leave of Absence	11
3.2.10 Refunds due to a Member Passing, Terminal Illness, or Permanent Incapacitation	11
3.3 Club Signatories	11
3.4 Salaries and Wages Review	11
3.5 Annual Leave	11
3.6 Cashing of Cheques	12
3.7 Expenditure	12
3.7.1 Petty Cash	12
3.7.2 Definition of Capital Expenditure	12
3.7.3 Expenditure Levels	12
3.8 Disciplinary Matters	12
3.9 Complaints	13
3.9.1 Processing of complaints	13
3.9.2 Dealing with complaints	13
3.10 Liquor Act 1992-Staff Authority	14
3.11 Legal Action	14
3.12 Dress Standards	14
3.12.1 On the Course	14
3.12.2 In the Clubhouse	14
3.13 Parking	14

3.14 Motorised Golf Carts	14
3.14.1 Club Policy	14
3.14.2 On-Course Storage	15
3.14.3 Conditions of Use	15
3.14.4 Visitors Permission to Use on the Course	15
3.14.5 Offences	15
3.14.6 Use in Championship Events	16
3.15 Practice Facility.....	16
4 MATCH.....	16
4.1 Trophy Stewards	16
4.2 Charity Days.....	16
4.3 Balls in Play At One Time	16
4.4 Use of Sand Buckets	16
4.5 Hole-in-One	16
4.6 Club Regulations.....	17
4.7 Competition Fees	17
4.8 Visitors Fees.....	17
4.9 Trophies.....	17
4.10 Ball Rundown (All Players).....	17
4.11 Balls for Pins (Men) Saturday and Thursday Club Days.....	17
4.12 Balls for Pins Wednesday Club Days	17
4.13 Balls for Pins or Approach Shots (Ladies)	17
4.14 Age Limits for Competitions	17
4.15 Pennants.....	18
4.15.1 Men's Pennants Team	18
4.15.2 Ladies Pennants Team	18

Unless the contrary intention applies:

The following By-Laws are published in accordance with Rule 42 of the Rules of Incorporation of Sandgate Golf Club Incorporated, for the internal management of the Club.

1 MANAGEMENT

The function of the Management Committee is to not only manage the affairs of the Club according to the Objects contained in the Rules of Incorporation of the Club, but exercise that management within the powers and limitations of those Rules and the requirements of the law.

On being elected as a member of the management committee, the committee member must abide by and sign off on the Club Committee's Code of Conduct.

All positions of the Club are open to either gender.

1.1 Management Committee

The Management Committee shall consist of members elected as Management Committee Members and holding individual responsibility for the following portfolios:

- a) President
- b) Vice-President
- c) House Director
- d) Course Director
- e) Treasurer
- f) Captain (Men)
- g) Captain (Ladies)
- h) Vice-Captain (Men)
- i) Vice-Captain (Ladies)
- j) Committee Members

1.1.1 President

The President is generally accepted as the business and social head of the club and retains the responsibility for the general well-being of the club. His/her commitment, therefore, is directed towards the on-going development of the club within its rules, policy, and philosophy.

They should possess sound background knowledge of the club, its history and its Rules of Incorporation, and have an awareness of its legal and social responsibilities.

The President should at all times ensure that his/her manner and behaviour set an example to members of the Club such that they are seen to be approachable, fair and in all ways acts within the Rules of Incorporation and By-Laws of the Club.

In carrying out the role of President, they will:

- a) Ensure the general well-being of the Club and encourage and support the Management Committee and their Sub-Committee members
- b) Represent the Club on official occasions
- c) Attend important and/or official functions of the Club
- d) Act as a liaison between the Management Committee and the Secretary, ensuring that the lines of communication between the two are clear and unambiguous so that there is a definite distinction between policy and management
- e) Ensure that the Secretary is made aware of members' concerns which are brought to the attention of the House Director or are made aware to the President by members
- f) Act as a liaison between the Management Committee and the Club Professional, ensuring that the lines of communication between the two are clear and unambiguous
- g) Unobtrusively supervise the work of the club officials to ensure that decisions are executed expeditiously
- h) Encourage Management Committee and seconded Sub-committee members to be aware of their obligations within and outside the club

- i) Ensure that decisions made by the Management Committee or at meetings of the club are in the best interests of the membership by remaining impartial and encourage open and frank discussion of all points of view
- j) Schedule and chair meetings of the Management Committee and as well as any General Meeting called for members of the club
- k) Provide a meeting procedure that is efficient and conducive to the development of harmony and trust between Management Committee members
- l) To act as Chairperson of the Junior Development Sub-committee and promote the development of Juniors and Junior development programs within the Club
- m) Seek out possible future Management Committee and Sub-committee members and encourage them to take an active interest in the club

1.1.2 Vice-President

The Vice-President is responsible for all matters relating to membership and social activities conducted on behalf of the Club. The Vice-President is also responsible for the following:

To assist the President with any role as required

- a) To be fully conversant with the Rules of Incorporation and By-Laws of the Club and the law and procedures of meetings and any Legislation affecting the operation of the Club
- b) The development and planning of social activities to be held within the Club for members and guests and maintaining membership compatibility
- c) Ensure that the Rules in relation to Membership and preparation of recommendations for new members to the Management Committee are implemented e The introduction of new members into Club activities
- d) In liaison with the Management Committee, the development of market plans and strategies to maintain viable numbers of members
- e) In liaison with the Captain (Men) and Captain (Ladies), the development of marketing plans and strategies to maximise the participation of members and visitors in golf facilities

1.1.3 House Director

The House Director is responsible for all matters relating to clubhouse facilities, membership and social activities conducted on behalf of the Club.

The House Director is also responsible for the following:

- a) In collaboration with the President, Vice-President and development of short and long term plans for the efficient operation and maintenance of the Club, its fabric, furnishings and fittings and the preparation of cost estimates for the approval by the Treasurer, and subsequently the Management Committee
- b) To be fully conversant with the Rules of Incorporation and By-Laws of the Club and the law and procedures of meetings and any Legislation affecting the operation of the Club
- c) In liaison with the Management Committee, the development of plans to maximise the use of clubhouse facilities
- d) In liaison with the Management Committee, the development of marketing plans and strategies to maximise the use of clubhouse facilities
- e) In liaison with the Treasurer the preparation and submission of operating and capital expenditure house budgets for Management Committee approval
- f) To remind all Committee Members of their obligations in relation to dress standards
- g) Advising the Management Committee on matters relating to dress and conduct in the Club
- h) To act as nominee for the Club in matters relating to the liquor licence regulations and hold a Responsible Service of Alcohol (RSA) certificate.

1.1.4 Course Director

The Course Director is responsible for the following:

- a) On behalf of the Management Committee, overseeing the Superintendent and greens staff in regard to course maintenance and new works
- b) To be fully conversant with the Rules of Incorporation and By-Laws of the Club and the law and procedures of meetings and any Legislation affecting the operation of the Club
- c) Assist the President and Superintendent in planning, preparing and presenting to the Management Committee, long and short term goals for the course
- d) In collaboration with the Superintendent, formulating policies and plans of works proposed, and the preparation of cost estimates for the approval by the Treasurer, and subsequently the Management Committee

- e) Maintaining direct liaison with the Superintendent to ensure that all course work is carried out efficiently and within the time and budget constraints approved by the Management Committee
- f) In liaison with the Superintendent, ensuring that up to date records are maintained in regard to machinery and equipment maintenance
- g) In liaison with the Superintendent, ensuring that the location of any underground services such as irrigation, drainage, computer control wiring, water supply etc., are recorded accurately to provide easy reference for future on course projects
- h) In liaison with the Superintendent, the preparation and submission of recommendations for the updating of course machinery on a regular basis, and the preparation of cost estimates for the approval by the Treasurer, and subsequently the Management Committee
- i) maintaining liaison with the Captain (Men) and Captain (Ladies) concerning requirements for preparation or conditions which may affect play on the course
- j) In consultation with the Superintendent make the decision to close the course, or part thereof, for maintenance purposes or to prevent damage to the course following excessive weather conditions), or direct the travel of golf carts or hand buggies on the course at any time
- k) In consultation with the Superintendent, Captain (Men) and Captain (Ladies) make the decision to prohibit or restrict the use of Golf Carts on the course and report any such decisions to the Secretary

1.1.5 Treasurer

The Treasurer is responsible for the supervision and control of all incomes and expenditure of the Club, as well as the financial operation of the Club and the safeguarding of its assets.

The Treasurer is also responsible for the following:

- a) In liaison with the Secretary, the continued review of operating and capital expenditure budgets and the preparation of a Financial Report for presentation at the Annual General Meeting
- b) In liaison with the Secretary, prepare a budget for the forthcoming year for Management Committee approval
- c) In liaison with the Secretary, the monitoring of membership levels, subscription charges, green fees, competition fees, prices and pricing policy for goods and services, and other income related revenue areas required to finance the operation of the Club
- d) In liaison with the Secretary, the establishment of the necessary accounting, bookkeeping and control procedures for the proper financial management of the Club
- e) In liaison with the Secretary, carrying out a monthly review of financial reports and budget comparisons and presenting the results to the monthly Management Committee meeting
- f) In liaison with the Secretary, ensuring that all assets and other insurable risks are adequately covered by insurance and that appropriate registers of Club assets are maintained
- g) Liaise with the Secretary on all matters relating to staff remuneration and benefits, etc.
- h) In liaison with the Secretary, ensuring that financial records are available for audit

1.1.6 Captain (Men) and Captain (Ladies)

The Captains are responsible for overseeing all matters concerned with the playing of golf at the Club and assisting the President in maintaining the well-being of members.

The Captains are also responsible for the following:

- a) Demonstrating and promoting a positive spirit of sportsmanship and fair-play to all members
- b) To ensure that the rules of golf are adhered to
- c) In collaboration with each other, with the assistance of the Vice Captains and Handicappers compile and prepare the Club's Annual Fixture Book for Management Committee approval
- d) The identification and solicitation of members, community businesses and individuals who may be willing to provide sponsorship for events held at the Club
- e) Liaison with the Course Director concerning requirements for course preparation or conditions which affect play on the course
- f) Resolve issues which require a common determination for the guidance of players
- g) Nomination of delegates to represent the Club at meetings of the district associations for Management Committee approval
- h) To act as Chairperson of the relevant Match Sub-committee
- i) Work together to determine the Conditions of Play for all matches, competitions and Championship events played at the Club, and the timely display of such conditions prior to, and during those events
(i) Formulation of Conditions of Play for mixed Championship events and competitions

- j) In consultation with the Course Director, the determination and posting of any local rules that may be deemed necessary
- k) The appointment of the Managers and Captains for Pennant Teams entered into the Pennant
- l) Competition, as well as the organisation of trials prior to team selection, and the preparation of a Pennant budget the approval by the Treasurer, and subsequently the Management Committee
- m) The appointment of a member or members to act as match committee representatives when events at the Club require the presence of an adjudicator on the Rules of Golf
- n) Process the daily score cards
- o) In liaison with the Treasurer, the recommendation of Club competition fees for Management Committee approval
- p) In liaison with the Treasurer, the preparation of an annual budget for match expenses for the coming Club financial year

1.1.7 Vice-Captain (Men) and Vice-Captain (Ladies)

The Vice-Captains are responsible for the following:

- a) overseeing all matters concerned with the playing of golf at the Club and assisting the President and Captains in maintaining the well-being of members
- b) assisting the relevant Captain in all their duties
- c) assisting in the compilation and preparation of the Club's Annual Fixture Book for Management Committee approval

1.1.8 Committee Member/s

Committee **Member/s** are responsible for the following:

- a) overseeing all matters concerned with the playing of golf at the Club and assisting the President, Captains, Vice-Captains in maintaining the well-being of members
- b) assisting the relevant Captain in all their duties
- c) assisting in the compilation and preparation of the Club's Annual Fixture Book for Management Committee approval
- d) Ensuring members' handicaps are adjusted and displayed in accordance with Club policy
- e) **Assisting where required in the day to day running of the club or other requirements approved by the Management Committee.**

1.2 Positions to be appointed by Management Committee

1.2.1 Patron

The Management Committee shall appoint a Club Patron and shall announce the appointee at the Annual General Meeting. The Club Patron shall be the Patron of the Club for the ensuing twelve months. The person need not be a member of the Club. The Patron shall be entitled to attend all meetings and activities of the Club but shall not be entitled to vote unless they are an ordinary member of the club.

The duty of a Club Patron is to:

- a) Promote the Club's aims and its standing in the community
- b) Assist the Club in any other manner the Patron deems fit

1.2.2 Secretary

The Management Committee shall appoint a Secretary who is responsible to the Management Committee, through the President, for those duties required by law under the Associations Incorporations Act 1981, as well as the Rules of Incorporation and for all matters relating to the day to day management of the Club. The person need not be a member of the Club and shall not be entitled to vote. The role of Secretary is a fully paid position and is appointed by the Management Committee. The Secretary is also responsible for the following:

- a) The carrying out of any instructions as directed by the Management Committee
- b) Maintaining close liaison with the President who is to be kept advised of all works in progress
- c) Liaising with the House Director in relation to relevant aspects of their duties which impact on the direct management of the Club
- d) Liaising with the Treasurer in relation to relevant aspects of their financial duties which impact on the direct management of the Club

- e) Maintaining a written diary of daily events and activities for future reference, if required
- f) All essential administrative duties contributing to the smooth operation of the Club including the day to day security, hygiene and presentation of Clubhouse facilities
- g) Investigate all applications for membership, to ensure compliance with the Club's Rules of Incorporation and these Bylaws and make recommendation to the Management Committee accordingly
- h) Approving the hire of Club facilities to outside organisations at rental fees determined by the Management Committee. To ensure that all catering arrangements are made directly between the hirer and caterer direct with no responsibilities of the Club
- i) To be present at all General and Special Management Committee meetings and all General and Annual General meetings of the Club to record and present Minutes for those occasions and respond to requests for information and clarification on matters under consideration at meetings, present full copies of all outward and inward correspondence, if so requested by the chairperson of the meeting
- j) The performance of all duties commensurate with the position of Secretary of the Club
- k) Maintain a register of and the currency and upkeep of all display honour boards
- l) Maintain a register of all current and past members of the Club

1.2.3 Superintendent

The Superintendent is responsible to the Management Committee, through the Course Director, for all matters relating to the day to day management of the course including condition, preparation, maintenance and development work. The person need not be a member of the Club and shall not be entitled to vote.

The Superintendent is also responsible for the following:

- a) Maintaining close liaison with the Course Director who is to be kept advised of all works in progress
- b) Maintaining a written diary of daily events and activities for future reference
- c) The day to day management of greens staff and the efficient direction of manpower resources
- d) Liaison with the Course Director, on matters affecting play on the course, condition of the course, special requirements and closure of the course
- e) In collaboration with the Course Director, providing advice and assistance on works programme preparation, costing, feasibility and budget input/control
- f) In liaison with the Course Director recommendations or the updating of course machinery and equipment on a regular basis
- g) Ensuring the availability of sand buckets and suitable fill for on course divot repair by players
- h) Retaining the authority to define practice areas and to remove them from use in accordance with maintenance requirements

1.2.4 Junior Co-ordinator

The Junior Co-ordinator is appointed by the Management Committee. The person need not be a member of the Club and shall not be entitled to vote, unless, they are an ordinary member of the club.

The Junior Co-ordinator is required to have the following:

- a) Possess a current Blue Card issued by the Commission for Children and Young People and Child Guardian
- b) Management and human relations skills appropriate to the age group to be managed (c) Commitment to the Club, and participation in its broader activities The Junior Co-ordinator is responsible for:
- c) Assisting the President and coaching staff in all junior development activities
- d) Promoting and maintaining the junior development program
- e) Co-ordinating of resources for junior development activities
- f) In liaison with the Treasurer, the preparation of an annual budget for junior development expenses for the coming Club financial year
- g) In liaison with the Treasurer, seek funding to support the junior development program
- h) The Junior Co-ordinator is a member of the Junior Development Sub-committee and reports to the Management Committee through the President.

1.2.5 Club Professional

The Club Professional is appointed by the Management Committee. The person need not be a member of the Club and shall not be entitled to vote, unless, they are an ordinary member of the club. The Club Professional is responsible for overseeing all matters concerned with the coaching of golf at the Club.

The Club Professional is required to have the following:

- a) Formal coaching qualifications, or
- b) Relevant coaching experience
- c) Possess a current Blue Card issued by the Commission for Children and Young People and Child Guardian
- d) Management and human relations skills appropriate to the age group to be coached (e)Commitment to the Club, and participation in its broader activities
- e) The Club Professional is also responsible for the following:
- f) Member of the Junior Development Sub-committee
- g) Delivering coaching as required by the Club, as requested by the Management Committee

2 SUB-COMMITTEES

2.1 Establishment of Sub-committees

The establishment of approved Sub-committees should occur as soon as possible after the election of members to the Management Committee at each Annual General Meeting. The formation of such Sub Committees is normally the responsibility of the President.

2.2 Approved Sub-committees

Approved Sub-committees are as follows:

- a) Men's Match
- b) Ladies' Match
- c) Junior Development
- d) Handicap Committee
- e) Rules and By-Laws

2.2.1 Men's Match Sub-committee

The Men's Match Sub-committee should consist of the following:

- a) Captain (Men) (Chairperson)
- b) Vice-Captain (Men)
- c) Committee Person
- d) Not less than 1 other ordinary member of the Club
- e) (The Chairperson retains the authority to co-opt other persons to assist on the sub-committee)

2.2.2 Ladies' Match Sub-committee

The Ladies' Match Sub-committee should consist of the following:

- a) Captain (Ladies) (Chairperson)
- b) Vice-Captain (Ladies)
- c) Handicap Committee representative
- d) Not less than 1 other ordinary member of the Club

Note:The Chairperson retains the authority to co-opt other persons to assist on the sub-committee.)

2.2.3 Junior Development Sub-committee

The Junior Development Sub-committee should consist of the following:

- a) President (Chairperson)
- b) Junior Co-ordinator
- c) Club Professional
- d) Not less than 1 other person

Note: The Chair retains the authority to co-opt other persons to assist the sub-committee.

Note: All members and assistants of the Junior Development Sub-committee are required to possess a current Blue Card issued by the Commission for Children and Young People and Child Guardian.

2.2.4 Handicap Committee

This Committee shall consist of at least 4 persons, who may or may not be members of the Management Committee and shall consist of the:

- a) President
- b) Club Captain
- c) Committee Person
- d) Other Nominated Person

2.2.5 Rules and By-Laws Sub-committee

This Committee shall consist of at least 3 persons, who may or may not be members of the Management Committee. The persons nominated to fulfil the role on the rules and by-laws Sub Committee shall be at the discretion of the President of the club.

2.3 Function of Sub-committees

2.3.1 Men's Match Sub-committee

The Men's Match Sub-committee shall be responsible for the control and conduct of all aspects of men's and mixed competition games played on the course.

2.3.2 Ladies' Match Sub-committee

The Ladies' Match Sub-committee shall be responsible for the control and conduct of all ladies competitions played on the course.

2.3.3 Junior Development Sub-committee

The Junior Development Sub-committee shall be responsible for the promotion and development of juniors and junior development programs within the Club.

2.3.4 Handicap Committee

The Handicap Committee shall operate in conformity with the guidelines as published from time to time by Golf Australia, taking into account relevant local circumstances.

2.3.5 Rules and By-Laws

The Rules and By-Laws Sub Committee shall be responsible for the review, development and maintenance of the rules and by-laws of Sandgate Golf Club.

2.4 Selection of Sub-committee Personnel

All members of all sub-committees are approved by the Management Committee.

Sub-committees are formed to assist the relevant Committee Members to administer the portfolio in a manner most advantageous to the Club. Members invited to participate in these Sub-committees will require a willingness to fully participate in the responsibilities of committee membership and a sacrifice of personal time.

Sub-committee members must be aware that although opinions may differ during discussion, the final responsibility for any recommendation rests with the Chair. Any decision made should be supported by the members of the sub-committee and the moral responsibility to uphold the confidentiality of the meeting, in particular the opinions of others, is expected.

2.5 Ad-hoc Committees

Ad-hoc committees may be established at any time by the Management Committee to deal with specific matters as required i.e. building sub-committee, social functions, etc. Ad-hoc committees are not permanent sub-committees and are dissolved when their task is completed.

Ad-hoc committees should comprise seconded members who are specialists in the particular subject under discussion / investigation.

2.6 President (Ex-Officio)

The President is an ex-officio member of all sub-committees.

2.7 Reports

A typed copy of reports by individual sub-committees is to be made available for perusal by all Management Committee members 3 days prior to any Management Committee meeting, when requested by the President.

3 ADMINISTRATION

3.1 Admission as Members

As stated in Rule 5 of the Club's Rules of Incorporation, the classes of members allowed are as follows:

- a) Ordinary Members (Full and Senior Members)
- b) Life Members
- c) Honorary members (Class 1)
- d) Associated Members

3.1.1 Ordinary Member

An Ordinary Member (Full, Senior and Honorary Members Class1) is a member of the Club who is entitled to full rights, which includes voting rights.

The Management Committee will consider all membership nominations for decision. The decision will be by a majority vote of the members present and eligible to vote at the meeting.

3.1.2 Life Member

As described in Rule 5 of the Rules of Incorporation, ordinary members can be granted life membership. The nominated member must have provided services and assistance to the club over many years.

A member may be nominated by any member to the Management Committee for consideration for life membership. If the candidate is considered suitable the Management Committee will recommend to the members of the Club at a general meeting or annual general meeting for decision. The decision will be by a majority vote of the members present at the meeting.

3.1.3 Honorary Member (Class 1)

An Honorary Member Class 1 is a person who performs duties that promote the club and provide services rendered. Where it is determined to recognize a person as an honorary member (class 1) this will be discretionary and shall only be approved by the Management Committee.

3.1.4 Associated Member

An Associated Member is a member, which includes:

- a) Intermediate

- b) Junior
- c) Sub-junior
- d) Social
- e) Reciprocal
- f) Honorary (Class2)

Note: An Associated Member shall take no part in the management of the Club, including having no voting rights.

3.1.5 Intermediate Member

An Intermediate Member is a member who has attained the age of 18 and has not attained the age of 21 as at the beginning of the Club's financial year, that is, 1st October in each year.

3.1.6 Junior Member

A Junior Member is a member who has attained the age of 14 and has not attained the age of 18 as at the beginning of the Club's financial year, that is, 1st October in each year.

3.1.7 Sub-Junior Member

A Sub-Junior Member is a member who has not attained the age of 14 as at the beginning of the Club's financial year, that is, 1st October in each year.

3.1.8 Social Member

Social Member is a member of the general public who may become non-playing members subject to payment of a prescribed annual fee as set by the Management Committee.

3.1.9 Reciprocal Member

A Reciprocal Member is a full financial member of reciprocal clubs. The Management Committee is responsible for negotiating and setting reciprocal arrangements under a general agreement with other reciprocal clubs.

A reciprocal member will be allowed access to the course and competition to the extent negotiated by the Management Committee. Any reciprocal member will not be entitled to any honour board event, other than the events that are classed as Open.

3.1.10 Honorary Member (Class 2)

The following persons are entitled to Honorary Membership:

- a) Current members of Management Committees or Boards of other golf clubs when visiting the Club
- b) Dignitaries attending the Club by invitation of a member of the Management Committee
- c) Person undertaking the Club's golf clinic for a limited period of time, on payment of the fee nominated by the Management Committee
- d) Any other person as decided by the Management Committee, for the promotion of the club and services

Note: The Management Committee shall have the power to admit and Honorary Member for a fixed duration not exceeding 90 days.

3.1.11 Staff Members

Members of permanent fulltime staff are permitted to seek membership, but are not eligible for management committee positions.

3.2 Membership

3.2.1 Investigation

The Secretary shall investigate all applications for membership, to ensure compliance with the Club's Rules of Incorporation and these Bylaws and make recommendation to the Management Committee accordingly.

3.2.2 Applications

All applications must be signed by a Proposer and a Secunder who have been ordinary members of the Club for a period of 2 years.

An Intermediate, Junior or Sub-Junior member may be nominated by a Parent or Guardian as an Associated Member.

3.2.3 Age of Proposer I Seconder

Members under the age of 21 years are not eligible to propose or second an application for membership.

3.2.4 Sponsors

Should a prospective new member not be able to provide a sponsor or seconder for their application, the following will be acceptable:

- a) A letter from their previous golf club, or
- b) The details of 3 referees

They will then be interviewed by 3 members of the Management Committee to determine their suitability for membership.

3.2.5 Change of Address

All members shall immediately notify the Secretary of any change in their Contact details such as change of address, mobile, home phone or E-mail Address where applicable.

3.2.6 Membership Nomination Form

Membership nomination shall be on a form as directed by the Management Committee. This form shall include a public liability insurance statement as required by the Rules of Incorporation.

3.2.7 Application Fee

The application fee for new membership will be an amount as determined from time to time by the Management Committee. .

3.2.8 Annual Subscription Fees

Should the Management Committee not make any decision with respect to the annual membership or subscription fee pursuant to Rule 8 of the Rules of Incorporation of this Club, then the following provisions will apply.

Membership or Annual Subscription Fees shall be set for each sequential year in accordance with the following details. A General Meeting shall be called prior to the beginning of the new financial year to approve any change to Membership or Annual Subscription Fees by a majority vote of the Members present at the meeting.

In applying the provisions of Rule 8 of the Rules of Incorporation, annual subscriptions shall be struck in whole dollars. Where the portion less than the whole dollar is 50 cents or greater the fee shall be rounded up to the next whole dollar. Where the portion is less than 50 cents that portion will be ignored.

The annual subscriptions shall be increased each year in accordance with the increase in CPI (Brisbane) from June from the previous June, as detailed in the Australian Bureau of Statistics Catalogue No. 6401.0 -Consumer Price Index, Australia. Any changes to this increase would require approval of members at a General Meeting.

Before one month of the end of the Club's financial year the Secretary shall cause the issue of invoices to members for the payment of their annual subscriptions with a (due) Renewal Date of 1 October. If not financial at that time the member's access to the club's facilities will be denied and will be liable to the same costs to access the Club's facilities as a visitor. This notice will also indicate that where fees remain unpaid after 31 October, the member's membership will be terminated. Before that date, the member has the right to show why the membership should not be terminated.

In line with the Club's accounting processes which took affect as from commencement of 2010/2011 financial year, members may avail themselves of the option of paying the annual subscriptions in monthly instalments, which option is to be advised to the Secretary before the due date for payment of annual subscriptions. Should the member wish to avail themselves of this option, the member undertakes to pay any additional fee which may be raised due to taking advantage of this option, which fee may to payable to a third party providing that service.

If a member does take up this option of monthly payments, and fees are not paid as required on a monthly basis, the member will be considered to be not financial as at the 1st of the following month the last payment was made, and the member's access to the club's facilities will be denied and will be liable to the same costs to access the Club's facilities as a visitor.

Where the payments are two months or more in arrears, the member's membership will be terminated. Before that date, the member has the right to show why the membership should not be terminated.

Note: Where a member avails themselves of the option of paying the annual subscription fees on a monthly basis, if for any reason the member decides to terminate membership or the club terminates membership then the annual membership shall be paid in full.

3.2.9 Leave of Absence

A current member may apply in writing to the Management Committee for a leave of absence for a reason accepted by the Management Committee and shall then remain a member of the Club. At the conclusion of the leave of absence the member shall be reinstated as a financial member upon payment of the pro-rata annual membership fee then outstanding.

3.2.10 Refunds due to a Member Passing, Terminal Illness, or Permanent Incapacitation

Refunds shall be considered by the Management Committee for Members who have passed, have a terminal illness, or permanent incapacitation.

1. Where a member passes, applications for refunds should be in writing
2. Where the Member has a terminal illness, or permanent incapacitation, the applications for refunds should be in writing and be supported with verifiable proof that they are unable to participate at golf.

3.3 Club Signatories

On the occasions when Club documents require co-joint signatures any 2 of the following executive members may perform the task and must register their signatures with the proper authority for that purpose:

- a) President
- b) Treasurer
- c) Secretary
- d) another person authorised by the management committee for the purpose

3.4 Salaries and Wages Review

All staff salaries and wages are to be reviewed yearly by the Management Committee or at any other time as decided by the Management Committee.

3.5 Annual Leave

Annual leave or long service leave accrued by staff members must be taken when approved by the relevant controlling management committee member.

3.6 Cashing of Cheques

Under no circumstance shall cheques be cashed.

3.7 Expenditure

3.7.1 Petty Cash

Payments up to \$100 can be made from the Petty Cash Account. All amounts over \$100 will be made by cheque or electronic funds transfer as provided in Rule 44 of the Rules of Incorporation.

3.7.2 Definition of Capital Expenditure

When determining whether expenditure of amounts above \$1000 is to be capitalised, an assessment as to whether the expenditure has met one of the following criteria will be made:

- a Created an additional asset and meets the Club's capitalisation threshold criteria
- b Added value to an asset or replaced an asset or part of an asset rather than simply maintaining it, or
- c Created a benefit that will last longer than one year

3.7.3 Expenditure Levels

3.7.3.1 Not of a recurrent nature and exceeds \$1000

For items of expenditure for Plant and Equipment, Works and Materials that is not of a recurrent nature and exceeds \$1000, the relevant Committee Member, in liaison with the appropriate staff member, will be required to present a submission to the Management Committee, through the Treasurer, detailing the extent of works, etc., timetable and estimated costs for approval.

3.7.3.2 Exceeds \$1000 and is less than \$5000

Following approval of the submission and where expenditure exceeds \$1000 and is less than \$5000, the Secretary may proceed with these works provided the costs do not exceed the approved estimates of cost and the initiating Committee Member is made aware of the progress of the works, etc. Should the costs exceed the original of estimates the approval of the Treasurer, on the recommendation of the initiating Committee Member, should be obtained to proceed, with the cost variance being ratified at the subsequent Management Committee Meeting.

3.7.3.3 Exceeds \$5000 and is less than \$10,000

Where estimated expenditure on items exceeds \$5000 but is less than \$10,000 at least two quotes will be obtained, unless decided otherwise by the Management Committee on the recommendation of the Treasurer and the other provisions of Clause 3.9.3.2 will be observed.

3.7.3.4 Exceeds \$10,000

All expenditure on items in excess of \$10,000 shall require the provision of Quotations or Tenders, unless decided otherwise by the Management Committee on the recommendation of the Treasurer.

3.8 Disciplinary Matters

The Management Committee shall investigate all matters brought by way of complaint or incident regarding the misconduct of members or persons on Club property, or members representing the Club.

When the Management Committee is in receipt of written advice from any party to the complaint that they are either seeking, or pursuing litigation in relation to the complaint, the Management Committee and the Secretary are to immediately cease Management Committee action in regard to the complaint. No action is to be taken by the Management Committee until written advice is received that litigation is no longer being pursued, or until any litigation is completed. The parties involved in the complaint are to be advised immediately of the Management Committee's actions in this regard.

For the managing of disorderly persons the Management Committee and club staff will follow the industry standard as set out in Clubs Queensland document titled "Managing Disorderly Club Patrons"

3.9 Complaints

Should a member wish to proceed with a complaint concerning the operation of the Club, Club Management, Management Committee or other members of the Club, and then the only legitimate form of complaint that will be recognised and actioned is by way of a detailed written account of the grievance, duly signed by the complainant.

However, if the complaint indicates that a Disciplinary Offence has occurred, then it is mandatory that the matter be dealt with by the Management Committee in accordance with Rule 9 of the Rules of Incorporation.

3.9.1 Processing of complaints

When submitted a member's complaints are to be processed in the following manner:

- a) The complaint is to be registered by the Secretary and the complainant be notified of the registration number, and be provided with a copy of this section of the By-Laws
- b) Secretary is to inform the President and/or the Vice-President of the receipt of the complaint and distribute copies of the complaint to all Management Committee members
- c) The Vice-President, in liaison with at least two other member of the Management Committee, is to make inquiries, confirming the bona fide nature of the complaint, then is to advise the Secretary
- d) The Secretary, following the agreement of the President and Vice-President, is to advise the member upon which the complaint is based details of the complaint, copies of these By-Laws and Rules 8, 9 and 10 of the Club's Rules of Incorporation. They are to be informed of those two members of the Management Committee (or one member and the Secretary), that will be investigating the complaint and should be prepare to appear before those persons if they wish to rebut the allegations and/or explain the circumstances surrounding the allegations. The activities detailed in Clause 3.11.2 will then be followed.

3.9.2 Dealing with complaints

Complaints may be dealt with by way of Management Committee enquiry. The following applies:

- a) Should the complainant elect to have the matter dealt with by 3 members of the management committee only, then the Secretary will advise the complainant in writing that the details of the grievance will be forwarded to the subject member and that a reasonable time and opportunity will be provided for the subject member to collect and present evidence in rebuttal at an inquiry suitable to all parties
- b) The complainant is to be advised in writing by the Secretary that in accordance with Rule 8 of the Rules of Incorporation, the Management Committee retains the option of awarding a penalty of suspension of membership or a termination of membership should it find in favour of the complainant. Furthermore, the complainant is also to be advised that as a result of either of those penalties being imposed, Rule 10 of the Rules of Incorporation provide for an appeal to be lodged against such a decision. The Secretary will provide copies of Rules 8, 9 and 10 of the Rules of Incorporation to the complainant
- c) Witnesses supporting the grievance are to be similarly advised in writing by the Secretary and requested to supply written statements reflecting their evidence
- d) All witnesses will be encouraged to support their statements by attending any inquiry in person so that the contents may be clarified
- e) The actions concerning Management Committee investigations required in accordance with Clause 3.11.1 (c) and 3.11.1 (d) will be applied.

The Secretary in liaison with the enquiring team will provide a confidential report for the Management Committee's information and guidance which will contain the following: (a) A summary of the complaint

- a) Witnesses identified by the complainant and the subject members
- b) Comment as to whether their written advice's have been received
- c) Their impact in relation to the complaint (do they support the complaint, etc.) (e)The interviewing team's assessment as to the significance of the complaint
- d) Whether it appears that the complaint has been founded or not
- e) A recommendation as to penalty and the reasons for that finding
- f) Where inquiries have established that a complaint appears to be valid, the subject member(s) is to be invited in writing by the Secretary to attend before the Management Committee (Appeal to be heard by 3 different committee members) to hear the final recommendations
- g) The Secretary will advise the subject members of the Management Committee's final decisions on the matter.

3.10 Liquor Act 1992-Staff Authority

All duty bar staff are required and therefore authorised to administer the provisions and regulations contained in the Liquor Act of 1992 in relation to the Club's Liquor Licence.

Staff that are required under the Liquor Act of 1992 to completed the Queensland Liquor Licensing Division Responsible Service of Alcohol training must complete the by 30 days from their first day of employment.

3.11 Legal Action

In cases where the Management Committee considers the circumstances justified, it may approve a motion to defray the legal costs of a Management Committee member undergoing legal action, resulting from an incident or incidents occurring during the performance of their duty as a member of the Management Committee.

3.12 Dress Standards

3.12.1 On the Course

The following minimum standards of dress are required on the course:

- a) Gents - Shirt with a collar, walk shorts ('stubby' type, swim or board shorts not permitted) shoes with sport socks
- b) Ladies - Skirt or shorts with a minimum mid-thigh length, shoes and socks. Midriff covering top

Note: Play may be refused if the apparel worn does not fit these parameters or is judged to be untidy or is in anyway inappropriate.

3.12.2 In the Clubhouse

The following minimum standards of dress are required in the Clubhouse:

- a) Gents - Shirt with a collar, walk shorts ('stubby' type, swim or board shorts not permitted) shoes with sport socks
- b) Ladies - Skirt or shorts with a minimum mid-thigh length and sandals. Midriff covering top
- c) Hats are not allowed to be worn in the clubhouse, no matter of gender.

Note: Service may be refused if the apparel worn does not fit these parameters or is judged to be untidy or is in any way inappropriate.

3.13 Parking

All vehicles are to be parked within the designated car parking areas.

Members are not permitted to park in car parks marked expressly for Members of the Management Committee, Secretary or Bar Staff. Members who participate in approved Sub-committees are eligible to use the car park designated for Management Committee Members, when authorised by the Management Committee or Secretary.

3.14 Motorised Golf Carts

3.14.1 Club Policy

Club policy for the licensing of golf carts and approved like vehicles for operation on the course is as follows:

- a) The Management Committee, via the Course Director, may approve the issue of unrestricted permission for members to operate privately owned golf carts or approved like vehicles on the course (A fee may be applicable)
- b) Evidence of public liability insurance is required to be supplied

3.14.2 On-Course Storage

A limited number of storage positions for licensed privately owned golf carts and approved like vehicles are available on Club premises on a rental basis. The following procedures and conditions apply:

- a) Members wishing to secure a position in the storage facility are to make written application to the Secretary to have their name placed on the waiting list
- b) All rental fees and charges to be determined by the Management Committee
- c) Storage positions in the facility are not transferable under any circumstances
- d) Relinquishment of a cart licence will automatically void any contract with the licensed member to house the cart in the storage facility. In such circumstances it is the owner's responsibility to remove the cart from the storage facility within 14 days

- e) In circumstances where a member holds a licence sharing a multi-licence vehicle and elects to terminate the licence, then it is considered that that share of the approved storage position is also terminated
- f) Licensed members wishing to purchase an existing licensed vehicle, or a vacant share in a multi licensed vehicle presently housed in the storage facility, are advised to seek clarification regarding their storage entitlement before committing to the purchase
- g) Licensed owners of electrically powered golf carts granted storage position in the facility are subject to an additional annual fee, as decided by the management committee, for electricity consumed during the vehicle re-charging process. Power outlets will be provided free of charge as required
- h) The Club accepts no responsibility for any damage to, or interference with, recharging equipment used by cart owners
- i) Owners of stored vehicles are responsible for ensuring that dust covers erected for protection do not create a hazard by forming a collection area for potentially dangerous fuel or battery fumes
- j) Owners are responsible for the cleanliness of their storage area and the individual security of their vehicle
- k) Owners are responsible for ensuring the general security of the facility on exit
- l) The Club reserves the right to inspect the facility and its contents at any time without notice
- m) A copy of keys to doors is required to be supplied to the House Director
- n) Licensed members who trailer-in their carts are to abide by the parking rules contained in Section 3.15 of these By-laws by parking only in the prescribed area and are required to provide check access to other vehicles at all times

3.14.3 Conditions of Use

Licensed members and authorised users (including players hiring club owned carts) of golf carts on the course are subject to the following conditions of use:

- a) The Course Director or his delegate may prohibit or limit the use of carts on the course at any time
- b) When advised of conditions which restrict free ranging of carts, all cart drivers are required to proceed strictly via the routes indicated
- c) Carts are not permitted to be driven onto Tees or within 5 metres of Greens or Bunker verges
- d) On the course the cart user is required to travel in as straight a line as possible and actively avoid soft ground patches where damage may be caused
- e) Exclusion and directional signs erected for the guidance of carts on the course are to be strictly adhered to at all times
- f) The driving of carts on any portion of Club property by persons under the age of 18 years is strictly prohibited, unless the person provides evidence of their current drivers licence of any class (not being a learner's permit)
- g) The licensed owner of the cart is responsible for the conduct of the cart on the course at all times

3.14.4 Visitors Permission to Use on the Course

Visitors wishing to use their golf cart on the course must firstly secure permission through the Bar Staff, providing proof of adequate insurance cover and may be subject to a fee as decided by the Management Committee. Visitors are to be made aware of the conditions of use for carts on the course.

3.14.5 Offences

Offences in regard to the Conditions of Use will, if substantiated, result in a warning issued by the Management Committee. A second offence may result in an immediate two week suspension of the use of that cart on the course.

Users of carts belonging to the fleet will, if the offence is proven, receive a warning, and, in the instance where a second offence is recorded, may be banned from hiring and operating a cart on the course.

3.14.6 Use in Championship Events

Players who choose to use motorised golf carts for transportation during rounds of a Club Championship fixture are permitted to win trophies for all events on those days.

3.15 Practice Facility

The conditions of use for this facility are as follows:

- a) The facility is strictly for use by members only, or the Club's teaching staff and clients during lessons

- b) The repair of divots by all users is mandatory
- c) Due care is to be taken not to over hit the practice green
- d) Players playing the course have right away at all times
- e) Normal considerations for safety and etiquette are expected
- f) All practice balls are to be retrieved immediately after completion of practise

Note: Misuse or abuse of the facility will result in an immediate suspension of practise privileges pending disciplinary action by the Management Committee.

4 MATCH

4.1 Trophy Stewards

The Captain (Men) and the Captain (Ladies) as Chairpersons of the respective Match Sub-committees are to appoint a member of that committee to act as Trophy Steward. The responsibilities of the Trophy Steward are as follows:

- a) In liaison with the Secretary, maintain a register of sponsors involved in Club events
- b) In liaison with the Secretary, organise and purchase Club trophies as required
- c) In liaison with the Secretary, ensure that donated trophies are available for presentation when required, and that perpetual trophies are maintained in proper condition
- d) In liaison with the Secretary arrange engraving of trophies as required
- e) In liaison with the Management Committee members and assist in the compilation of the Club Fixture Book

4.2 Charity Days

Approved Charity Days are limited to 6 per year; however, the Management Committee may approve a variation of this number.

4.3 Balls in Play At One Time

Players making use of the course for social rounds are to restrict the number of balls in play at any one time to 2.

4.4 Use of Sand Buckets

Sand buckets are supplied for use by players to fill divots on the course. Members who persistently fail to make use of this facility may face disciplinary action. Social players similarly reported may be denied access to the course.

4.5 Hole-in-One

A Hole-in-One will only be recognised in an authorised competition round. A Hole-in-One scored on a temporary green or tee will not be recognised. The club will present the scorer with a mounted ball trophy and \$100 voucher.

4.6 Club Regulations

The Rules and Etiquette of the Game of Golf apply to all club competition golf and social play.

4.7 Competition Fees

All Competition fees will be recommended by the Captain (Men) and Captain (Ladies) for the approval by the Treasurer, and subsequently the Management Committee.

4.8 Visitors Fees

Visitors, other than approved invited guests (as per Clause 3.1.3.6 as applicable), wishing to enter competitions apart from Open days, are to pay the green fee as determined from time to time by the Management Committee as well as the fee for entry to the competition.

However, should the visitor be a member of a club with which there is a current reciprocal arrangement, that visitor is to pay the green fee from time to time being the green fee upon the terms of reciprocity with that visitor's club has been agreed, as well as the fee for entry to the competition.

4.9 Trophies

Trophies and ball prizes which remain unclaimed 60 days after an event cease to be the responsibility of the Club. Trophies will be returned to the general trophy pool for future events. Balls will be returned to the general ball pool.

4.10 Ball Rundown (All Players)

The ball rundown shall be 1 ball in the rundown for every 5 players or alternately 20% of the field taking part in the competition.

4.11 Balls for Pins (Men) Saturday and Thursday Club Days

There shall be 5 balls awarded to the winner of each pin on the Par 3 holes. Where the Club sponsors an extra pin, there shall be 4 balls awarded to the winner of each grade.

4.12 Balls for Pins Wednesday Club Days

There shall be 2 balls awarded to the winner of each pin on the Par 3 holes. Where pins are nominated as two Division pins, in this case two balls will be provided for nearest the pin.

4.13 Balls for Pins or Approach Shots (Ladies)

There shall be

- a) 2 balls or credit awarded for the nearest the pins or approach shots for the two divisions
- b) 2 balls for each division winner of any pairs competitions
- c) For foursome's events, there will be only one open pin for which 4 balls will be awarded to the winning pair.

4.14 Age Limits for Competitions

The age restrictions for the following categories will apply to competitions as decided by the management Committee.

- a) Junior: Under the age of 18 years on the first day at the start of the competition.
- b) Senior: Attained the age of 50 Years on the first day at the start of the competition.
- c) Veteran: Attained the age of 60 Years on the first day at the start of the competition.
- d) Vintage: Attained the age of 70 Years on the first day at the start of the competition.

4.15 Pennants

4.15.1 Men's Pennants Team

The Men's Pennants Team shall be allocated as a maximum \$750 per Pennants Season and shall be distributed by the Captain as required to meet the needs of the Men's Pennants Team.

4.15.2 Ladies Pennants Team

The Ladies Pennants Team shall be allocated as a maximum \$500 per Pennants Season and shall be distributed by the Captain as required to meet the needs of the Ladies Pennants Team..

Note: The amount allocated to the Pennants Teams shall be reviewed on an annual basis by the Management Committee

Note: Pennants Team Members shall receive one ball per person per game.

Note: Application may be made by the Captain to the Management Committee if more funds are required.